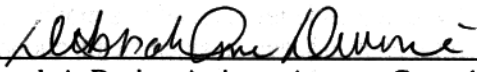


GENERAL SCHEDULE #6 – Accounting and Purchasing Records

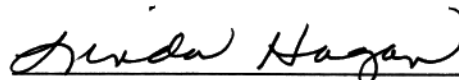
The purpose of this Retention and Disposal Schedule is to provide uniform and consistent retention periods for accounting and purchasing records common to all state agencies. This schedule will provide the legal authority to destroy records and will assist state agencies in understanding the retention standards for these common records, as prescribed by the Department of Management and Budget, Records and Forms Management Services Division. State agencies are not required to create these records if they are not already doing so in the course of normal business activity.

Records included in this Retention and Disposal Schedule need not be included in the Retention and Disposal Schedule developed for a specific state agency.


The approved retention periods for online MAINFACS reports distributed electronically by the Report Management and Distribution System (RMDS) and the identification of records defined as the "Official Books" of the State of Michigan are included in the Retention and Disposal Schedule approved October 5, 1999 for the Department of Management and Budget, Michigan Administrative Information Network (MAIN). That schedule will assist state agencies in understanding the length of time that online MAINFACS reports are retained on the MAIN system.


Deborah A. Devine, Assistant Attorney General
Department of Attorney General, State Affairs

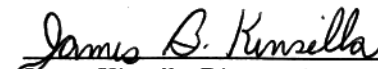
1/4/01
(Date)


Linda Hagan, Director of Administration
Office of the Auditor General

2/16/2001
(Date)


Sandra Clark, Director, Michigan Historical Center
Department of State

3/3/01
(Date)


James Kinsella, Director, Records and Forms Management
Department of Management and Budget

12-19-00
(Date)

APPROVED
State Administrative Board

3-20-01
(Date)

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS6.01	<u>Payment Records</u> This record will document payment transactions processed electronically in the Michigan Administrative Information Network (MAIN) by state agencies. Payments may be related travel, inter agency billings, contracts, vendors, manual warrants, procurement cards, etc. The records may include original hard copy and electronic invoices, billings, packing slips, receivers, approvals, procurement logs, statement reconciliation's, etc. (Screen prints from MAIN may be a part of this record, but are not required as part of the official documentation).	FY+1	FY+7
GS6.02	<u>Journal Vouchers</u> This record will contain journal vouchers and batch cover sheets and will document corrections, miscellaneous adjustments, reclassifications from undistributed receipts, expenditure and revenue adjustments, year-end adjusting entries, payroll corrections, and various other transactions.	FY+1	FY+7
GS6.03	<u>Contracts (Original)</u> This record will contain original contracts documenting agreements between state agencies and vendors. The records will be retained until contract expiration (EXP) plus six years.	EXP	EXP+6

STATE OF MICHIGAN RECORDS & FORMS MGT.

Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS6.04	<p><u>Deposit Transactions</u></p> <p>This record may include cash receipts, deposit slips, journal vouchers for deposits, bank statements and other supporting documentation.</p>	FY+1	FY+7
GS6.05	<p><u>Year-end Closing Records</u></p> <p>These records are used to support the year-end closing function. The records may include correspondence, documentation describing closeout problems and resolution, accounts receivable documents, accounts payable documents, R*STARS encumbrances, fixed assets, agency interim assessment/closeout checklist, etc. (Reports from MAIN may be a part of this record, but are not required as part of the official documentation).</p>	FY+1	FY+7
GS6.06	<p><u>Accounts Receivable Records</u></p> <p>This record will document money received from revenue sources. The record may contain R*STARS transactions, copies of documents that were posted, payments, etc.</p>	FY+1	FY+7

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS6.07	<u>DMB Approvals for Payment</u> This record will contain DMB approvals to pay prior year payments over \$1000, in the current year, because they were not set up as an accounts payable in the prior year.	FY+1	FY+7
GS6.08	<u>Stopped, Cancelled, Undeliverable and/or Reissued Warrants</u> This record may contain signed affidavits and may also include other applicable backup documentation deemed necessary by the agency. The record may also include any reissued payroll warrants.	FY+1	FY+7
GS6.09	<u>Transaction Error Report</u> This record contains supporting documentation to the batch error correction process. The supporting documentation may include screen-prints of errors and selected RMDS or DCDS reports.	FY+1	FY+7

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS6.10	<u>Procurement Card Application Record</u> This record will include the procurement cardholder application, cardholder agreement form, and the cardholder maintenance form. The record will be retained for as long as the procurement card is held by the cardholder (ACT) plus five years.	ACT	ACT+5
GS6.11	<u>Procurement Card Billing Statements</u> This record will contain billing statements and supporting documentation detailing purchases made with a procurement card.	FY+1	FY+5
GS6.12	<u>Billing Summary</u> This record will contain copies of billing statements that provide a summary of department purchases.	FY+1	FY+5

ACT = Active
SUP = Superseded

CR = Creation
EVT = Event

EXP = Expiration
FY = Fiscal Year

DISP = Immediate Disposal

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS6.13	<u>Procurement Card Log</u> This log will contain a description of each purchase, vendor name, total transaction amount, date received, etc. and will document the status of purchases made with a procurement card.	FY+1	FY+5
GS6.14	<u>Purchase Orders</u> This record will include purchase requisitions and purchase orders.	FY+1	FY+7
GS6.15	<u>Job Tickets</u> This record is generated through MAIN and is used to order supplies. The record may also include an Advice of Change.	FY+1	FY+5